



**OFFICE OF THE ASSESSOR  
COUNTY OF LOS ANGELES**

500 WEST TEMPLE STREET, ROOM 320  
LOS ANGELES, CALIFORNIA 90012-2770

(213) 974-3101

[assessor.lacounty.gov](http://assessor.lacounty.gov)

**SHARON MOLLER**  
CHIEF DEPUTY ASSESSOR

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: Sharon Moller 

DATE: February 5, 2014

SUBJECT: **ADVANCE NOTIFICATION OF AMENDMENT TO EXISTING  
INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER  
AGREEMENT (ITSSMA) WORK ORDER 01-3013 FOR THE  
UNSECURED PERSONAL PROPERTY SYSTEM**

This is to advise the Board of Supervisors (Board) that the Office of the Assessor intends to request the Internal Services Department (ISD) to amend a Work Order under its Information Technology Support Services Master Agreement (ITSSMA) to increase the Work Order amount by \$190,000, from \$295,000 to \$485,000. The original Work Order, 01-2429, with Computer Professional Unlimited, Inc. (dba Rydek Computer Professionals), was executed on May 21, 2012. This Work Order was ported to the new Master Agreement on September 17, 2013, re-named 01-3013, and extended through June 30, 2014.

The objective of this Work Order is to retain the services of a consultant who provides technical support for the Unsecured Personal Property System and the processes supporting the AS400 system.

In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000.

**BACKGROUND**

The Office of the Assessor is using COBOL as a primary language in developing IBM I Series applications to support its critical systems. The Unsecured Personal Property System is one of these systems. This system is designated to process valuations, transfers, and description assessments administered through the guidelines and standards set by the State Board of Equalization, Revenue and Taxation Code

(R&T Rule 252). The Unsecured Personal Property System enables the Office of the Assessor's staff to access personal property assessments and process information. The ultimate goal of this system is to create the Annual Assessment Roll.

The Information Technology Division originally had two budgeted Senior Application Developer positions providing development and maintenance support to the Unsecured Personal Property System. Due to a retirement, the Division currently only has one COBOL developer to support and maintain the entire Unsecured Personal Property System.

### **SCOPE OF WORK**

Up to the present time, the contractor has continued to produce work products that are acceptable to the Office of the Assessor. With the extension of this Work Order, the consultant will continue to supplement the Office of the Assessor's technical resources on the following services:

1. Ensure ongoing support of the Unsecured Personal Property System. The consultant performs highly specialized and technical functions and has extensive knowledge of Office of the Assessor's systems, applications, and business processes and procedures.
2. Maintain System control processes to ensure data accuracy. Provide critical System Support to the Auditor-Controller, Treasurer-Tax Collector and Board of Supervisors.
3. Audit system processes.
4. Troubleshoot server/database issues.
5. Implement system changes.
6. Develop complex reporting.
7. Develop and maintain load system schedules.

### **JUSTIFICATION**

As a result of attrition, the Office of the Assessor's Information Technology Division does not have the available resources and expertise needed to fill this highly technical and specialized vacancy. The Office is challenged to meet the growing workload with qualified staff. To meet the daily systems operations, it is critical for the Office of the Assessor to have expert staff available to support the system.

The Office of the Assessor has utilized the ITSSMA process to augment highly technical and specialized vacancies. The Office of the Assessor has drawn upon this technical

service to improve the efficiency and effectiveness of the Unsecured Personal Property System and associated applications throughout.

Since the Office of the Assessor is currently in the process of replacing its legacy systems, which includes the replacement of the Unsecured Personal Property System, the Office will not request any additional amendments to extend the term or increase the funding for this Work Order.

#### **FISCAL IMPACT**

The amendment will increase the Work Order by \$190,000, from 295,000 to \$485,000. Funding for this Work Order is included in the Office of the Assessor's Services and Supplies funding for fiscal year 2013-2014.

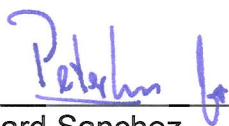
#### **CLOSING**

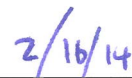
Consistent with ITSSMA policies and procedures, the Office of the Assessor is informing your Board of the intention to amend this Work Order. If no comment is received within 10 business days, we will request that ISD proceed with the amendment to the current Work Order. The Office of the Assessor will not request any additional amendments to this Work Order for either time extensions or increasing funds. If there are questions regarding this Work Order amendment request, please contact Steven M. Hernandez, Esq., Administrative Deputy at (213) 974-3123.

SM:SH:md

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors  
Chief Information Office  
Director, Internal Services Department

#### **REVIEWED BY:**

  
\_\_\_\_\_  
Richard Sanchez  
Chief Information Officer

  
\_\_\_\_\_  
Date: